

# DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number: WIAD06-16

Date: March 20, 2007

69:160:me:10724

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: JTA SYSTEM GRANT CODES FOR THE CALIFORNIA WINTER  
FREEZE OF 2007

### EXECUTIVE SUMMARY:

#### Purpose:

The purpose of this directive is to provide instructions on the reporting of services to clients in need of assistance due to the devastation caused by the California winter freeze in 2007 (the Freeze). This directive makes final WIA Draft Directive WIADD-135, issued for comment on February 20, 2007.

#### Scope:

This directive applies to all Workforce Investment Act (WIA) sub-state grantees.

#### Effective Date:

This directive is effective immediately.

### REFERENCES:

- WIA Directive WIAD04-18, Title I Eligibility (March 29, 2005)
- WIA Directive WIAD04-17, Client forms Handbook (March 24, 2005)
- Employment and Training Administration, Training and Employment Guidance Letter (TEGL) 17-05 (February 17, 2006)

### STATE-IMPOSED REQUIREMENTS:

All requirements in this directive are State imposed.

## **FILING INSTRUCTIONS:**

This directive finalizes WIA Draft Directive WIADD-135, issued for comment on February 20, 2007. The Workforce Services Division (WSD) received no comments during the draft comment period. Retain this directive until further notice.

## **BACKGROUND:**

In January 2007, an Arctic cold front resulting in extreme low temperatures and freezing conditions swept through California. The cold weather conditions created substantial financial damage and resulted in a loss or reduction of work for people employed in the agricultural industry. California State and local government entities are reaching out in coordination with the Governor's Office of Emergency Services to assist workers and employers affected by this freeze. In order to respond to stakeholders and potentially secure funding to assure affected workers receive the needed assistance and support, this directive provides guidance on the collection of information about Freeze impacted customers receiving services through California's One-Stop Career Center system.

## **POLICY AND PROCEDURES:**

If an individual enters a One-Stop and requests services due to unemployment, underemployment, or dislocation due to the Freeze, the individual should be asked to register in CalJOBS<sup>SM</sup>. When the client completes a CalJOBS<sup>SM</sup> registration, he/she will be prompted with a question about whether their employment has been negatively impacted by the Freeze. If an individual has a previously established active registration in CalJOBS<sup>SM</sup>, he/she will be prompted with this question at their next login to the system. This CalJOBS<sup>SM</sup> change was implemented on Friday, February 16, 2007 and is available immediately.

Customers who choose not to register in CalJOBS<sup>SM</sup> should not be refused assistance. Also, to assure timely data in the near term, local service providers should continue to keep manual counts of Freeze affected workers entering the One-Stops. The Workforce Services Division will notify the One-Stop system when these manual counts can be discontinued. Thank you for your cooperation.

If an individual is enrolled in WIA services because of unemployment, underemployment, or dislocation due to the Freeze, one of the following grant codes, depending on funding stream, should be used to enroll the client in the JTA system:

- **Grant Code 205 (Adult Formula)**
- **Grant Code 506 (Dislocated Worker Formula)**
- **Grant Code 512 (DW 25% Rapid Response Additional Assistance)**

Grant codes 205, 506, and 512 are participant only grant codes with no funding attached. If Freeze-specific funding is made available, an additional grant code will be issued to those local entities receiving that funding.

Federal guidance requires a participant enrollment to be completed if WIA dollars are spent for any staff-assisted services as defined in TEGL 17-05. According to this guidance a staff-assisted service is any service beyond those services available to the general public to inform and educate about the range of employment and career services that are available and the current labor market conditions. Any WIA funded service specific to the individual's employment needs is a staff-assisted service and requires enrollment in the JTA.

The new grant codes 205, 506, and 512 will be installed and available for use in the local-side databases immediately. For Standalone JTA system users the release files will also be available immediately on the File Transport Protocol site at [endor.jta.edd.ca.gov](http://endor.jta.edd.ca.gov) and on the timeshare server at [jta.cahwnet.gov](http://jta.cahwnet.gov). These client records will transmit to the Stateside of the JTA system as part of the normal monthly Individual Participant Data reporting process.

**ACTION:**

This directive is effective immediately and should be brought to the attention of staff at all client access points.

**INQUIRIES:**

Questions regarding this client tracking process should be directed to your [Regional Advisor](#) or the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division